

Selection Process for the NGO Observer to the Forest Carbon Partnership Facility

January 21, 2009

This document describes the roles and responsibilities, criteria for eligibility, and selection process for the NGO Observer and an alternate NGO representative to the Forest Carbon Partnership Facility (FCPF). For more information on the FCPF, visit the website:

<http://wbcarbonfinance.org/Router.cfm?Page=FCPF&ItemID=34267&FID=34267>

Overview of NGO Observer and NGO representatives

The Charter of the Forest Carbon Partnership Facility allows for one NGO Observer to take part in FCPF meetings in a non-voting position (see Article 11.7 of the Charter, which can be found in Part II of the following document:

http://wbcarbonfinance.org/docs/FCPF_Info_Memo_06-13-08.pdf).

A second NGO representative (referred to here as the Alternate) may also be allowed to attend FCPF meetings. The NGO Observer and Alternate will be selected based on an open nomination and voting process among all interested NGOs. The process will be carried out using the FCPF-NGO listserv. This document outlines the roles and responsibilities, criteria for eligibility, selection process of the NGO Observer and Alternate.

The NGO Observer and Alternate must be prepared to travel to several meetings per year: the annual meeting of the Participants Assembly (see Article 10.1 of the Charter) and two or more Participants Committee meetings (see Article 11.3 of the Charter). The next Participants Committee meeting will be held Panama on March 11-12. It is expected that some funding will be available to support travel to FCPF meetings by the NGO Observer and Alternate.

1. Roles and Responsibilities of the NGO Observer and Alternate

The NGO Observer will serve as a conduit of information between the wider NGO community and the FCPF processes and meetings, will work with an NGO Contact Group and the wider NGO community to decide on interventions and agenda items to be presented at FCPF meetings, and will exercise due diligence in striving to ensure that a transparent and participatory process is maintained by the FCPF.

The Alternate NGO will coordinate with the Observer to achieve the functions described above and be prepared to fill the role of Observer if for any reason this should become necessary.

The role of an NGO Contact Group:

An NGO Contact Group will be established to facilitate the work of the NGO Observer and serve as an interface between the Observer and the wider NGO community. The Contact Group will work closely with the NGO Observer and Alternate in preparing for FCPF meetings, including coordinating the election of NGO Observers, gathering inputs from the NGO community, and helping to facilitate communication and the distribution of information before and after meetings between the NGO Observer and the wider NGO community. The members of this group will track and analyze important developments at the FCPF, distribute information to the wider NGO community through the FCPF-NGO listserv, and help bring issues of transparency and accountability onto the agenda of FCPF Participants.

Participation in this group is voluntary, but members must commit to an active engagement in the FCPF process, to help facilitate the work of the NGO Observer, and to attend regular Contact Group meetings (conference calling will be available).

If your organization is interested in becoming a member of the NGO Contact Group please send contact information and a brief description of your organization and its interests to Rick Jacobsen at rjacobsen@globalwitness.org.

The responsibilities of the NGO Observer and Alternate:

- Providing input on meeting agendas to the FCPF and notifying the NGO Contact Group and wider NGO community about upcoming meetings and events with advance notification to allow input.
- Soliciting issues and concerns (through meetings with the NGO Contact Group meeting and electronically from the wider NGO community) to be raised at the FCPF Participants Committee meetings on behalf of the NGO community.
- Present the unfiltered range of views succinctly for discussion at the Participants Committee meetings. Record notes from the meetings and distribute the notes to the NGO Contact Group and wider NGO community. The NGO Observer would only be expected to transmit key points raised by members of the NGO community rather than being required to build consensus on the points.
- Subsequent to meetings the NGO Observer will provide a summarized report to the NGO Contact Group for distribution to the wider NGO community on issues

raised by Participants/Observers, and decisions or actions taken/deferred by the Participants Committee or the FCPF.

- Circulate all documents provided by the FCPF without delay to the NGO Contact Group for distribution to the wider NGO community.
- Stay in communication with the Indigenous Peoples Observer to share information and coordinate on potentially overlapping issues.

2. Criteria eligibility of the NGO Observer and Alternate

- ***Transparency, coordination and information sharing:*** The NGO Observer should have experience and capacity in maintaining transparent information sharing systems and coordinating the impartial collection and presentation of a diverse set of opinions. The NGO Observer must be cognizant that he/she represents a diverse NGO community and be willing and able to represent a range of viewpoints to the FCPF on behalf of the NGO community in a fair and equitable manner.
- ***Subject-matter knowledge:*** The NGO Observer should possess an understanding of the role of forests and forest communities in mitigation of climate change, and an awareness of key issues and concerns relating to the implementation of REDD strategies, including forest governance, the rights of Indigenous Peoples and forest communities, and the multiple uses of forests.
- ***Disclosure of potential conflict of interest:*** The NGO Observer must be willing to disclose any financial, technical or advisory arrangements between his/her organization and the World Bank, Participant country governments, NGOs or private sector organizations as they relate to the Forest Carbon Partnership Facility.

3. Selection Process for NGO Observer and Alternate

The NGO Observer and Alternate will be selected through a nomination and voting process administered through the FCPF-NGO listserv. In advance of the voting, every effort will be made to distribute an invitation to join the FCPF-NGO listserv to as many organizations as possible. The NGO Observer and Alternate will be selected from a common pool of nominees, and each organization will receive one vote. The NGO receiving the most votes will become the Observer, and the NGO receiving the next most votes will become the Alternate. No more than one organization from a developed country can serve at a time. For example, if an organization from a developed country receives the most votes, then the developing-country NGO receiving the most votes will be the Alternate.

The NGO Observer and Alternate will serve a term of one year. After a year, a decision will be made amongst the NGO community to renew the terms of Observer and/or the Alternate or call for a new election. If at any point during the term of service it is thought that the Observer or Alternate are not fulfilling their roles and responsibilities, a new election can be called if a majority in the NGO Contact Group agree. In the event that the Observer is deemed unsatisfactory, the Alternate will become Observer and a new Alternate will be elected.

The selection process:

- Organizations that wish to nominate themselves or another organization to serve as NGO Observer or Alternate should fill out the questionnaire at the end of this document and submit it by email to the address at the top of the questionnaire by **February 2, 2009**.
- All nominees must be willing to accept the roles and responsibilities of the NGO Observer and reasonably meet the criteria for eligibility outlined above. Nominees will be considered eligible unless 2 or more members of the NGO Contact Group object in writing. In this case, the Contact Group will attempt to reach a consensus, relying on a majority decision only if consensus cannot be reached. This process will be transparent and all documentation will be made available to any organization deemed ineligible.
- It is desirable that NGO representation is culturally diverse and gender-balanced.
- Nominations will be compiled and a list provided to the FCPF-NGO email list for vote on **February 4, 2009**.
- NGOs will have until **February 13, 2009** to cast their votes.
 - Each NGO will receive one vote.
 - The organization receiving the most votes will become the NGO Observer, and the organization receiving the second most votes will become the Alternate.
 - If the two organizations receiving the most votes are from developed countries, the organization from a developing country receiving the most votes will become the Alternate.
- The results of the voting will be announced on **February 16, 2009**.

Questionnaire for Nominations for NGO Observer and Alternate

If you wish to become a candidate for the NGO Observer and Alternate, please complete the form below and submit to Rick Jacobsen at rjacobsen@globalwitness.org by **February 2, 2009**.

Name and contact information of your organization:

Name and contact information of the person who will serve:

Please briefly answer the questions below:

- 1. What are the primary interests and functions of your organization?*
- 2. Describe briefly your organization's experience with promoting transparency of information and processes, representing the diverse viewpoints of a range of organizations, and transmitting and coordinating information and communications among a network of organizations.*
- 3. Describe briefly your organization's background and experience with multilateral donor funding programs, social and environmental issues pertinent to forests, and the role of forests in climate change mitigation.*
- 4. Please describe any financial, technical and/or advisory arrangements your organization has with the World Bank Group, the governments of FCPF Participant countries, NGOs, or private sector organizations as they pertain to the FCPF process.*